



Embassy of the
United States

ANTANANARIVO

**INTERN PROGRAM ANNOUNCEMENT / AMERICAN EMBASSY ANTANANARIVO
ANNOUNCEMENT NUMBER: 003/15**

The U.S. Embassy in Antananarivo is seeking a student to serve as Intern in the Public Affairs Section/Cultural Affairs. Following are the details about this internship.

- **Major duties or projects:**
 1. Coordinates follow-up activities with all exchange program returnees through events like Friday Talk, presentations at the Media Center, and Facebook chats.
 2. Maintains and updates a database of exchange program alumni.
 3. Assists in the organization and staffing of cultural events.
 4. Filing documents.
 5. Other tasks as needed.
- **Scope of work:**

The internship involves working with the Cultural Section Team on educational and cultural exchange and related programs and provides occasional assistance to other sections as needed.
- **Qualification requirements (knowledge, skills, abilities):**
 - Bachelor degree in English, Political Science, Environmental Science, American Studies, or Education.
 - Excellent written and spoken English.
 - Willingness to be flexible and learn.
 - Ability to use computer and email.
- **Number of hours per day and per week (up to a maximum of 40 hours/week):**

Minimum of 20 hours a week and up to 8 hours/day for 40 hours/week
- **Duration of the internship (not to exceed four months):**

Four months, starting in May 2015
- **Designated staff member(s) to mentor/supervise the intern:**

Lanto Hariveloniaina, Cultural Affairs Specialist.

HOW TO APPLY:

Please address your applications to the U.S. Embassy Human Resources Office, Lot 207 A Point Liberty Andranoro Antananarivo **no later than COB February 18, 2015** OR

Applications may also be e-mailed to the following address: AntananarivoEmbHRO@state.gov and **should not contain more than 3 files.**

N.B: The following documentation **must be attached** as part of the application package before the application may be considered:

- Copy of the National Identity Card (For Malagasy citizens)
- Copies of each degree, diploma, and/or certificate mentioned in the application.

Any incomplete applications or applications received after COB February 18, 2015 will not be eligible for consideration.